

SECURITY INFORMATION

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Office Memorandum • UNITED STATES GOVERNMENT
ADMINISTRATIVE SERVICE

FILED: *Report*

DATE: 29 May 1952

TO : Chief, Records Management and
Distribution Branch
FROM : Chief, Mail Control

SUBJECT: Weekly Report, Mail Control Section

1. [] courier, reported for duty with
the Mail Control Section on Thursday, 22 May 1952.

2. A prospective employee, [] was interviewed
on Monday, 26 May 1952, regarding a courier position. He was
then directed to the Personnel Office, North Building.

3. Because of the shortage of personnel, the Courier Unit
on Monday, 26 May 1952, found it necessary to cancel the morning
State run and the first Pentagon run. []

4. On Monday, 26 May 1952, the lists of names of
addressees which appear on the incoming (undelivered) mail were
forwarded to the CIA Personnel, Covert Personnel and RI/OSO
Divisions.

6. On Tuesday, 27 May 1952, a phone call was received
from [] the OCD Liaison Division, advising of the
change in the pick up arrangements for the Daily Telecon,
effective Wednesday, 28 May 1952.

(a) All Top Secret Couriers were advised of
these changes by memorandum, dated
Tuesday, 27 May 1952.